

Empathetic and Supportive Acknowledgement Letter

Subject: Acknowledgement of Your Concern

Dear [Employee Name],

We understand the importance of your grievance regarding [Issue], and we want to acknowledge it sincerely. Your concerns have been received and are being taken seriously by our team. We value your well-being and will strive to resolve this matter fairly.

You will be updated on the next steps within [Timeframe].

Warm regards,

[HR Manager/Authorized Signatory]

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